



The Town Hall, Quayside House, Navigation Yard,
Sleaford, Lincs, NG34 7TW

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Mr Kevin Martin
Clerk to the Council

SLEAFORD TOWN COUNCIL JOB DESCRIPTION

Job Title:	Services Team Leader
Indicative Salary:	SCP 7 to SCP 12 £19,554 to £21,589 based on experience
Reporting to:	Deputy Clerk (In the absence of the Deputy Clerk to the Town Clerk)

The Post Holder is required to conduct the day to day supervision of services staff, under the management of the Deputy Clerk, to ensure that the instructions and work requirements of the Town Council are effectively carried out.

Job Context and Purpose:	Allocation of Work and Supervision of Staff
	To supervise and liaise with the team daily to ensure work is carried out
	To support and advise other Service Team Operatives where necessary and appropriate
	Arranging and participating in weekend cover and flexible working requirements
	Work closely with the Deputy Clerk to ensure tasks are identified & completed
	Work with the Deputy Clerk to address day to day staff management issues
	Ensure compliance with Health & Safety and related matters
	Oversee checks on Council vehicles, plant & equipment

Oversee staff, and participate in, checks on the Council's various sites on a weekly basis (including play area checks)

Advise and train staff in the safe operation of tools, chemicals and safety equipment

Contribute to the preparation of risk assessments and ensure they are carried out and applied

Project delivery and support

Attending meetings (both on site and in the office) where required as the Council's Services Team representative

Contribute to the development of Council policies, procedures, and assessments where there is a direct impact on the Services Team and their activities

Work with the Deputy Clerk to plan & develop quarterly work programmes

Oversee Services Team input into one-off projects

The following tasks cover the main duties of the Services Team which also apply to the Services Team Leader

Litter picking and waste collection

Undertake litter picking duties as required. This includes sweeping, collection, removal of dirt, detritus and leaves from public spaces including pavements, grassed areas, play areas and roads.

Collect waste from various sites/locations including litter/dog waste bins and take to relevant waste sites

General Maintenance

Undertake a range of maintenance duties on areas & buildings owned, managed or the responsibility of the Town Council. This includes grass cutting, hedge trimming, clearance, tree maintenance, planting, installation, grounds maintenance, general handyman/caretaking duties and cleaning where appropriate

General observation & safety checks	Check the safety and general maintenance of Council assets including play equipment, street furniture, grassed and surfaced areas, Council owned vehicles, powered & unpowered tools and equipment and report any damage/defects
Cemetery	Undertake duties in the burial of the deceased including the location, preparation and backfill of grave spaces. Undertake general maintenance of the Cemetery and surrounding areas
Other responsibilities	<p data-bbox="624 698 1326 851">Adhere to health & safety legislation and procedures. To wear/use personal protective equipment as required; to undertake training as required to undertake all the above duties</p> <p data-bbox="624 898 1350 1050">Carry out general tasks relating to Council events and activities. This will include such things as the setting up and taking down of stalls, gazebos, barriers etc and the collection of market stall rents</p> <p data-bbox="624 1095 1337 1283">To embrace the Council's priorities & objectives in any dealings with customers and stakeholders. This includes areas such as equality and diversity, safeguarding, welfare and dealing with customers in a responsible and professional manner</p> <p data-bbox="624 1328 1337 1433">To undertake any other duties as required by the Deputy Clerk and Clerk as appropriate to the level and grade of the post</p>